

Welcome to Hoe Valley School



Name: _____

Primary School: _____

Secondary School: _____

My New School

Find a picture or photo of your new school and insert it here.

Before you start at Hoe Valley School in September, it is a good idea to find out as much information as you can.

School _____

Address _____

Telephone number _____

E-mail address _____

Website address _____

Head Teacher _____

Head of Year 7 _____

SENCO _____

Going to Secondary School

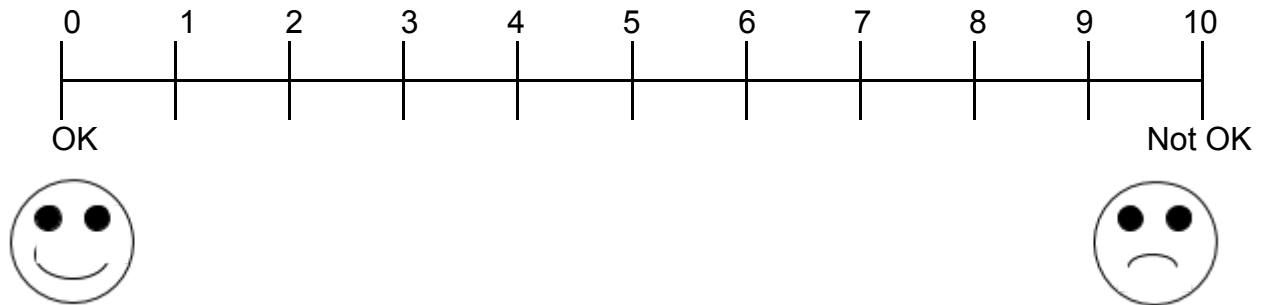
How do you feel?

There is a lot to think about when you are changing school. Use two different coloured highlighters, highlight the phrases that you are looking forward to in one colour; use a different colour for those you are worried about.

Making new friends	Learning a new timetable
Break/Lunchtime	Detentions
Having a different uniform	Being on time
Finding my way around	Toilets
Getting to school	Learning new subjects
Meeting others my own age	Joining clubs
Being with friends	School rules
Homework	Meeting my new tutor
Meeting my new teachers	Being able to do the work
Being with older pupils	Getting changed for sport / PE

A solution-focused approach

Think about something that worries you about moving to Secondary School.



What is the worry? _____

On the scale of 0 to 10 how worried are you? _____

Think of a time when you have been worried before _____

What helped you move down the scale that time? _____

Where on the scale would you like to feel in a month, 6 months and in a year? _____

What would help you move one point nearer? _____

What will have changed so you know you are less worried? _____

Frequently asked questions

Questions about HVS	Answer
What time does School start/finish?	School starts at 8.30am and finishes at 4pm.
What times are break-times and lunch time?	Break 10.50am -11.10am Lunch 1.10pm – 1.50pm Lunchtime is staggered so Yr 7 & 8 will eat at 1.10pm one half term and then Y9, 10 & 11 will eat at 1.30pm. This swaps every half term. A quiet lunch area is also available for some students.
What is tutor time?	Tutor time is first thing in the morning (8.30am – 8.50am) and at the end of the day (3.50pm – 4pm). This means you start and end each day with your tutor who can answer any queries you might have. You will complete different activities during tutor time including a uniform/equipment check, PHSE, Numeracy, Literacy and Assembly one day per week.
How many lessons in a day?	There are 6 lessons every day, 4 before lunch and 2 after lunch.
How long are lessons?	Lessons are 1 hour.
What is prep?	Prep is time dedicated to completing some of your homework within the school day. You will have 2 prep sessions per week.
Who's the best person to talk to if I am having problems?	It is best to talk to your tutor as they see you first thing in the morning and at the end of every day.
How am I rewarded for my work?	You will be allocated to a house and you can earn house points in lessons.
What happens if I'm struggling with the work?	All lessons are differentiated. You should complete Green, Amber or Red tasks. Ask the teacher or teaching assistant if you are struggling to understand the work.
Is there support available?	In some lessons there will be a teaching assistant available to support you. But remember the teacher is always happy to help too!
What happens if I get lost?	Ask a member of staff or another student to help you if you are lost.

Any other questions	Best way to find out	Answer
1.		
2.		
3.		
4.		
5.		

Finding your way around

It can be difficult to find your way around a new environment. Before you start at Hoe Valley School watch the transition video which has been prepared for you by Mr Collins, Head of Year 7. You will find it on the Hoe Valley School website or click this link <https://vimeo.com/429066396>

What is the name of your Head of Year?

On what floor is Mr Collins' classroom?

How do you pay for your food at Hoe Valley?

What number shows you are on the ground floor?

How many times will you meet your tutor during the day?

What is the name of the hall on the first floor?

What colour are the maths classrooms?

What will your tutor do in the morning?

What outdoor facilities do we have at Hoe Valley?

School Staff

There are many teachers in a secondary school, not all of them will teach you, but may be important to you in a different way. As well as being a teacher they may have another job in school. The different names for these jobs are helpful to learn.



Mrs Davies (Headteacher)



Ms Bora (Deputy Head & DSL)



Mr Kelly (Deputy Head)



**Ms Austen
(Assistant Headteacher)**



**Mr Goulbourne
(Assistant Headteacher)**



**Ms Wood
(SENCO & Teacher of English)**



**Mr Collins
(Head of Year 7)**



**Ms Burns
(ELSA & Teacher of PE)**



**Ms Wright
(ELSA & First Aid)**

Try to complete the following:

The name of the Head of Year 7 _____

What do they do? _____

When may you see them? _____

The name of the SENCO _____

What do they do? _____

When may you see them? _____

Is there anyone else who might help you?

What is their name? _____

What do they do? _____

When may you see them? _____

House System

Some schools divide pupils into groups that include pupils from all year groups. These groups are often known as Houses. Often there are inter- house competitions to earn the most points. Points can often be earned for good work or behaviour. It is possible to lose points as well.

What are the names of the different houses at HVS:

1. _____
2. _____
3. _____
4. _____
5. _____

School Uniform

It is important to wear the right clothes when you start at Secondary School.

Find some photographs of students at school. You may find pictures on the website, in the school prospectus or you may know someone who already goes to the school who can show you.

Find out the school dress code.

Are there any clothes or jewellery you are not allowed to wear?

Is there anything you need to practice?

- Tying a tie?
- Changing quickly for PE?
- Tying shoelaces?

List some of the clothes you might wear to school. Remember to think about appropriate shoes.

1. _____

2. _____

3. _____

4. _____

5. _____

Make sure you buy a bag that can hold A4 folders, textbooks, equipment and that is comfortable to carry.

You will need different clothing for P.E. Make a list

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Make sure you buy a bag that is suitable for carrying your P.E. kit, and that is comfortable to carry.

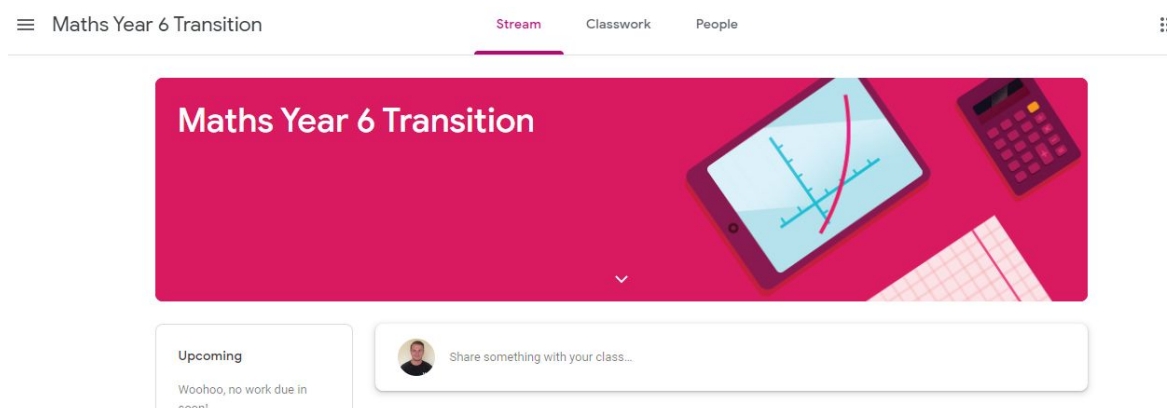
Circle Values

Think about how you are expected to behave in School and the reasons for this. At Hoe Valley School we have **CIRCLE** values which remind us of our behaviour expectations. Fill in the chart below

Circle value	Definition	How can I achieve this?
Courtesy	Model the behaviour expected of others in terms of consideration, professionalism, trust and respect. Treat people how you would like to be treated.	
Integrity	Fair and honest, trustworthy committed to earn success through hard work. Do the right thing.	
Resilience	Overcoming adversity to achieve success, accept consequences of mistakes and move on. Don't give up.	
Community	Play an active part in improving the school community and beyond. Be a positive ambassador for the school at all times.	
Leadership	Show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success. Lead by example.	
Enthusiasm	A positive attitude towards life, passion, curiosity and a lifelong love of learning. Remain positive.	

Google classroom

At Hoe Valley we use google classroom. This is a virtual classroom where your teachers will post class work, prep work and any additional information. Below is a screenshot of what a google classroom looks like.

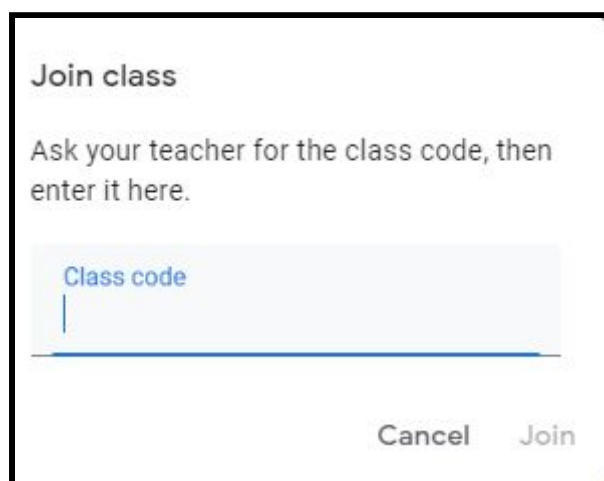


Benefits of Google Classroom

- Allows your teacher to post useful information and reminders
- Allows you to catch up on any work you have missed
- The slides and lessons will stay there forever, this is good for revision.
- Can contact teachers if you are stuck or need support
- Can sensibly communicate with peers about the work.

If you haven't already then please join the transition google classrooms that have been set up for you.

- English Google Classroom Code is **pkdluug**
- Maths Google Classroom Code is **n4nnv6t**
- Science Google Classroom Code is **m2v7azw**



Organisation at home

Morning routine

Before leaving for School there are a lot of things to think about, starting from the night before.

Things to think about in the morning. Put them in the right order.

- Get dressed
- Check you have the correct equipment in your bag
- Check your timetable
- Wash
- Check you have got your homework
- Clean your teeth
- Say "Goodbye"
- Wake up
- Eat your breakfast
- Leave for School

Any others?

- _____
- _____

Plan your morning routine with approximate times.

Time	What to do

Route to school

How are you going to get to School? _____

How long will it take? _____

What time will you need to leave home? _____

Find a map that shows both where you live and your Secondary School.

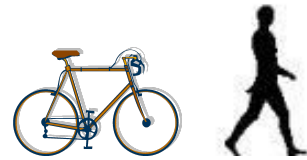


How will I get there?

How will you get to School? _____

You might **walk** or **cycle** sometimes, if you do then answer these questions:

Do I know the way?	
Will I have a friend to walk or cycle with?	
Where will I put my bike? How can I keep my bike safe? Make sure you wear a helmet - you can store it in your locker.	



You might go by **car** sometimes, if you do then answer these questions:

Will I go by car every day?	
Who will drive me?	
Will I get a lift home as well?	



Answer these questions whether you will **walk**, **cycle**, go by **car**, **bus** or **train**.

How long will my journey take?	
What time must I leave home?	
What time will I get home?	



Looking after yourself

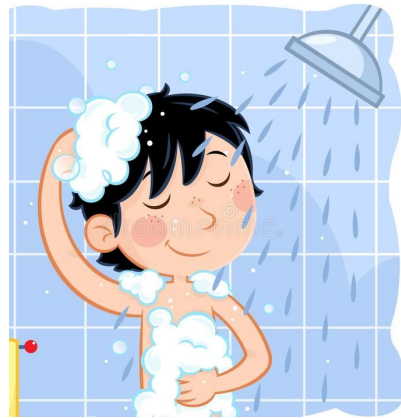


Keeping fit

- Get plenty of sleep.
- Do some physical exercise at least once a week.
- Eat healthy food.
- Drink plenty of water.
- Spend time outdoors and get some fresh air

Keeping clean

- Shower or bath and wash your hair regularly, probably at least 3 or 4 times a week.
- Clean your teeth at least every morning and night.
- Use deodorant every morning.
- Change your underwear and tights every day.



Looking smart

- Brush your hair every day and have your haircut regularly.
- Make sure your uniform is clean.
- Look in the mirror to check that you are tidy every day before you leave home.
- Clean your shoes regularly.



Support at Home

Give this sheet to your parents or carers, or whoever helps you get ready for school.

Ideas for helping your son/ daughter at home

The most important help you can give is continual encouragement and praise.

Talk

Encourage your son/ daughter

- To talk about School- likes/ dislikes, what they are good at, what they are worried about...
- To talk about books, films, hobbies etc.

Don't pressure them, they will talk when they are ready.

Organisation

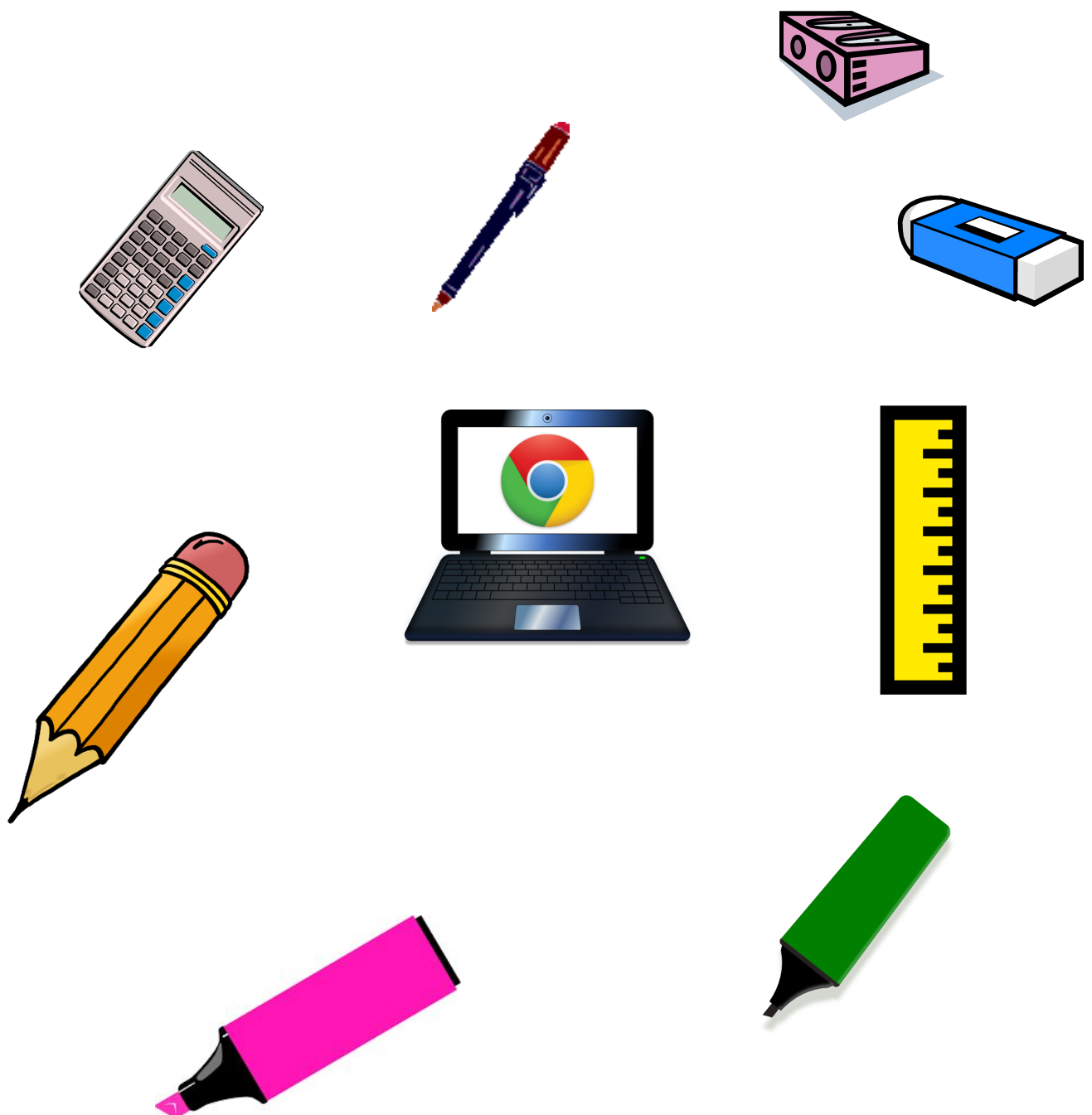
- Encourage them to make a large copy of their timetable
- Display it in a prominent place
- Refer to it to remind them what lessons they have each day
- Make lists of what they need each day
- Encourage them to pack their bag the evening before with everything they need for the next day
- Encourage them to check it against the list for that day
- Don't pack their bag for them
- Encourage them to get into a routine and do things in a similar sequence

School Equipment

Each morning your tutor will complete a **CURE** check. This stands for:
Chromebook, **U**niform, **R**eading Book & **E**quipment.

It is really important that we look after all of our equipment, chromebook and ourselves. We need to make sure that our uniform is smart and follows the school uniform policy. Finally, you need to make sure you have a reading book every day, you never know when you will need it!

Below are some of the important items you will need in your pencil case, draw in anything else you might need.



Making and keeping friends

My favourite place is.....

My favourite food is.....

My interests are.....

I like to listen to

My favourite band/music is.....

My favourite sport is.....

My favourite programme is.....

My favourite colour is.....

I like to wear

I would most like to be.....

I am looking forward to

I am most relaxed when.....

I worry about.....

I am happiest when.....

Friendship skills

Vocabulary practice

Choose the right word to match the definitions.

advocate	disagree	trust	respect	empathy	confidential
compliment	advice	command	secret	support	apologise

- _____ an opinion or recommendation you make about what someone should do
- _____ to say you're sorry for something you said or did
- _____ private or secret
- _____ someone who defends and supports you
- _____ to have a different opinion from someone
- _____ to say something nice about someone
- _____ information that's not meant to be shared with others
- _____ to stand behind or encourage others
- _____ understanding what someone feels
- _____ to rely or have confidence in someone
- _____ to hold someone in high esteem
- _____ a direct order to do something

How to be a friend

Here are some positive things friends do for each other to keep their friendship strong.

- **Empathise.** Put yourself in your friend's situation to understand what they're going through.
- **Support.** You can show your support for your friends by just listening when they want to share.
- **Compliment.** Everyone likes to receive a compliment. Compliment your friend on a new hairstyle, a great score on a test, a smooth football move. Be specific and keep it simple. Choose the right moment to give the compliment.
- **Encourage.** Use encouraging statements like, "You can do it".

When you wonder if you are being a good friend, ask yourself this question:

Am I treating my friend like I want my friend to treat me?



Making new friends

At Secondary School there are likely to be students from other schools. There will be opportunities to make new friends. It can be difficult to get to know someone new.

It may help to act out meeting new people and use some of these suggestions.

- Smile when you say **“Hello”**.
- Start the conversation by asking a question about what they are doing **“What are you doing?”** or **“What are you reading?”**
or about something you have in common **“So how do you like this lesson?”**
- Introduce yourself **“By the way my name is _____, what’s yours?”**
- Ask some other questions to find out about them. Suitable topics may be:
School: **What are you studying?**
Who is your teacher?
Home: **Where do you live?**
How do you get to School?
Interests: **What do you like doing?**
What’s your favourite TV programme?
Family: **Have you any brothers and sisters?**
- If they answer your question respond to some of the information they have told you. If you can, ask another question.
“That’s my favourite lesson too. I enjoyed working on the computers. What did you like doing?”
- Do not ask about sensitive topics. These are topics that could make the other person upset.
- Don’t ask about something that makes the person look or sound different.
- Don’t ask about any problems he or she may have.

Joining in

Joining in conversation or a group activity can be scary. However, it is one way to make new friends. Try these strategies for joining in.

Watch and listen. Observe what the group is doing. Listen to what the people are saying. Don't interrupt.

Make a friendly comment or gesture. Nod your head and smile. Make comments like, "That's a good idea", or "That looks great".

Find something you have in common with the group. Think about your own experiences. You could say, "I saw that movie", or "I have that game at home". Keep your comments short.

Ask to join the group. Wait for a pause in the conversation. You could say, "Can I walk with you?" "Do you need any help?" or "Can I play?"

Accept 'no' for an answer. Sometimes people don't want you to be part of the group. Don't argue or complain. Go and ask someone else.

What would you do?

Here are some situations you might want to join in with. Try and plan what you may say or do. You could try acting these situations out.

1. You see three of your classmates playing football after school. You know one of them pretty well. You don't know the other two. You're quite good at being in goal.

What could you do? _____

What could you say? _____

2. You hear two classmates talking about the latest playstation game. You were playing on it last night.

What could you do? _____

What could you say? _____

3. Two classmates are asking the teacher for permission to work on an art project during lunch hour. Art is your best subject and your project is already on display.

What could you do? _____

What could you say? _____

Asking for help

Sometimes at school things may be difficult or may go wrong. These things could be small:

- not knowing what the homework is
- not being able to find your way around

Or could be bigger:

- getting into trouble
- finding the work hard.

There are many people who could help you, but they won't know that you need help unless you tell them.

Friends Ask friends or other students if you don't know where to go. You can ask them what the homework was if you are not certain. They can also help to work out new situations like going to the cafeteria.

Teachers/Teaching Assistants Ask your teachers or teaching assistants if you don't know what to do in class or for homework. They will also be able to help you if you have forgotten something or don't know where to go.

People at home People at home will be able to help you plan and organise your equipment and homework. They will want to know if you have any problems. They will be able to help you work out the best person to ask if you have problems with work or may try and contact someone in school and ask them to help you.

Try and work out whom you would approach in these situations:

- You don't know where your next lesson is.
- In the lesson you did not understand what the teacher wanted you to do.
- You have not got a pencil which is needed to complete your work.

REMEMBER TO ASK FOR HELP!

Saying sorry

If you do break a school rule or behave in a way that upsets or hurts someone then you can show you are sorry by apologising. Sometimes this can be hard as it can be difficult to admit that you are wrong.

Here are some examples of times when you may need to say sorry.

When you forget something

- If you forget something, it is not a big problem. Everyone forgets things and it is always a good idea to say you are sorry.
- Imagine you have forgotten something. Practise saying the right words with a partner and then it will be easier when it does happen.

For example:

“I am sorry Sir / Miss. I’m not used to my timetable yet and I’ve forgotten to bring the right book. I will remember it for the next lesson.”

When you make a mistake

- Mistakes can sometimes happen because you did not really understand what the teacher meant. Some things may be different from what you are used to and if you pretend that you understand when you don’t the teacher will not know that you need help.
- Think up a situation in which you have not understood exactly what the teacher meant and discuss this with a partner. Take turns to explain to the teacher what has happened.

For example:

“I am sorry Sir / Miss, I have been listening, but I don’t understand. Please could you tell me again.”

Settling into Secondary School

Sometimes something can happen at school that makes you upset or anxious. A lot of people feel like this especially when they are starting somewhere new.

- **Keep calm.** Tell yourself, "I can solve this problem if I stay calm."
- **Decide what the problem is.**
 - Are you frustrated because you could not do something you wanted?
 - Are you upset because someone did something to you?
 - Are you worried because something has gone wrong?
- **Think about possible solutions.**
- **Think about the consequences.** What will happen if you try different solutions?
- **Pick the best solution.**

Think about what you would do in each of these situations in school.

1. You haven't done your homework.
2. You are in a crowd going upstairs and you think someone pushed you.
3. You think you are lost.
5. You find someone crying in the corridor.
6. You find someone's pencil case.
7. You've ripped your trousers/ skirt.